

ASSISTANT DIRECTOR OF ADULT COURT SERVICES

GENERAL DEFINITION OF WORK:

FLSA Status: Exempt

Performs intermediate professional and responsible administrative work overseeing and participating in monitoring the compliance of court ordered sanctions for offenders; does related work as required. Work is performed under general supervision. Supervision exercised over assigned departmental personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Coordinating and supervising the provision of probationary supervision for offenders; providing probationary supervision and assistance for difficult and intractable offenders; testifying in court; reviewing, approving, preparing and maintaining files and records; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises, directs and evaluates assigned staff; processes employee concerns or problems and discipline as necessary; completes employee performance evaluations; interviews applicants and makes hiring recommendations; recruits staff.
- Coordinates daily operations of the local probation and pretrial service programs; monitors the status of work in progress and reviews completed work; consults with staff and assists in complex/problem situations.
- Ensures departmental compliance with corrections standards, state guidelines, applicable codes and laws, rules and regulations, policies and procedures and initiates any action necessary to correct violations of such.
- Provides budgetary input and assists in monitoring department expenditures to ensure compliance with approved budget; assists in the development and implementation of long/short term goals for the department.
- Approves court correspondence, transfer requests, interruption of supervision forms and other documents.
- Conducts offender conferencing with officers and offenders in cases of non-compliance with probation requirements; provides guidance and advice on matters and recommendations for violation procedures.
- Attends various meetings; serves on boards and committees; makes speeches and presentations as needed.
- Prepares and completes various letters, memos, reports, case log notes, newsletters, presentations, etc.
- Provides probationary supervision for a caseload of difficult and/or intractable offenders; meets with such on a regular basis to ensure compliance with court ordered obligations; refers to remedial resources for treatment; assigns community service work sites; conducts and monitors urinalysis screenings and breathalyzer tests.
- Appears in court and testifies as needed.
- Performs the duties of director with responsibility for all department operations in absence of same or assigned.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles, objectives, and techniques of the criminal justice and community corrections system; thorough knowledge of the techniques and means of interviewing and investigating; thorough knowledge of casework methods and control practices; ability to conduct interviews and analyze attitudes and behavior problems objectively; ability to interpret code sections and other legislation; ability to communicate ideas clearly and concisely, orally and in writing; ability to establish and maintain effective working relationships with court personnel, associates and probationers.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major work in sociology, psychology or related field and considerable experience in court services work.

PHYSICAL REQUIREMENTS:

Work involves some degree of risk to personal safety due to inherently stressful environment and close contact with inmates in a secure setting. This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, standing, walking, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of VCIN/NCIC and

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Basic Community Corrections Officer certification.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.